

<b>Opening Date:</b>	April 17, 2014	<b>Closing Date:</b>	May 1, 2014
<b>Job Title:</b>	Info Spec.III/ Gear's Financial Analyst	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	088246	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Judicial Information Systems Annapolis, Maryland	<b>Grade/Entry Salary:</b>	T13- \$63,831 - \$76,606
<b>Financial Disclosure:</b>	Yes		(Depending on Qualifications)

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Focuses on how the new system (GEARS) needs to be configured to support desired processes and how the transition from the existing to new system will effect the business processes. Involved in the resolution of system problems, ongoing system configuration, desired changes to business processes, and testing, verification and conversion consideration for new vendor software releases and training of those changes to the end user. Serves as a technical contact for software vendors associated with the functions of GEARS. Responsible for efforts related to implementation, maintenance and support of business functions. Participates in complex activities of analyzing, defining, configuring, and maintaining how business processes are implemented via GEARS. Continues to offer help desk support. Provides regular updates to technical lead, manager, and during weekly meetings. Performs all other duties as assigned.

**Education:** Bachelors Degree in IT, Business, or Computer Science from an accredited college.

**Experience:** 3 years of related experience including system development processes, system configuration, system implementation, and data conversion.

**Preferred:** Knowledge of court processes, system usage, data structures and prior training experience highly desired.

**Note:** Additional work related experience as specified above may be substituted for the education requirement on a year for year basis for up to four years of the required education.

**Skills/Abilities:** Knowledge of accounting principles and financial processes. Knowledge of system design principles and data interface processes. Knowledge of database and system configuration principles. Knowledge of software requirements and software testing. Ability to solve problems and design custom processes and solutions to address specific situations. Ability to communicate effectively with senior, executive and other levels within the organization. Ability to work effectively as a group, organization unit, or ad hoc team/ committee. Ability to work under general direction and supervision to produce effective results through establishing effective working relationships. Ability to create accurate and understandable system documentation required to convey complex technical concepts to non-technical audiences. Ability to make sound decisions and to operate well under pressure and be tenacious in resolving difficult problems. Ability to perform all functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. The candidate selected for this position will be subject to a background check and a complete application is due at time of interview. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.